Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150120-8

REPORTS INVENTORY

SRB 951 A

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
951A TRANSC INVS. TRIAL BAL

2. TYPE OF REPORT: ☐ STATISTICAL ☐ NARRATIVE ☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA: ✓ PERSONNEL ☐ TRAINING ☐ ADMIN. GENERAL ☐ LOGISTICS ☐ SECURITY ☐ OTHER (specify) ☐ MEDICAL ☐ FINANCE

4. NO. OF COPIES PREPARED: 6

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): CP-O

8. ADP PROCESSING: ✓ YES ☐ NO — IF YES GIVE ADP PROCESSING NO.: I-02

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)
DCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| GS06-3 | 4.21 | | .86 | | 3.62 | | 12 | | 43.44 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | 143.10 | | 12 | | 1717.20 |

TOTAL COSTS PER YEAR: $ 1760.64

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
☐ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

| ESTIMATED SAVINGS | |
|---|---|
| MAN-HOURS | DOLLARS |
| | |

15. DATE OF INVENTORY: 2 NOV 1970

FORM 142

Classification

(22-36-43)

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